

JOB OPENINGS

Number of Openings:

1

Company Name:

Mercy Haven

Job Title:

Assistant Community Service Specialist

Minimum Experience Required:

No experience requirement provided.

Job Description:

Case Management position assisting the Community Svc Specialist with individual/families coping w/mental illness. Knowledge of entitlements/svc plans and ability to provide necessary. Development of ADL skills. Valid NYS driver's license and avail car.

Education: LMSW preferred or BA/BS in related field required. CASAC cert pref.

Experience: with people coping with mental illness, MICA, HIV+ pref.

Excellent benefits!

Sal: \$15.69/hr FAX resume/cover letter to 631-277-9735 or e-mail colzinski@mercyhaven.com.

EEO employer

Job Location:

Islip Terrace, New York

Pay:

\$15.69 Hourly

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

CASAC cert preferred

How to Apply:

To apply, contact the employer by email:

Email: colzinski@mercyhaven.com

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JOB OPENINGS

Number of Openings:

1

Company Name:

Mercy Haven

Job Title:

Counselor - part time

Minimum Experience Required:

5 years

Job Description:

Experience in mental health a plus. Assist residents living w/mental illness in the activities for daily living. Clean driver's license required.

Experience and Education:

***Must have Bachelor's Degree in human services Or**

***Associate's Degree in human services with three years' experience in same Or**

***High school diploma and five years' experience in human services.**

Work schedule: Fri, Sat and Sun 2:30pm-11:00pm.

FAX resume/cover letter 631-277-9735 or e-mail colzinski@mercyhaven.com .

EEO employer

Job Location:

Westbury, New York

Pay:

\$11.58 Hourly

Duration:

Part Time, Regular

Work Days:

Work days vary

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer by email:

Email: colzinski@mercyhaven.com

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JOB OPENINGS

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Number of Openings:

1

Company Name:

Benito & Son, LLC

Job Title:

Operator /Machinist

Minimum Experience Required:

1 year

Job Description:

Set up and operate vertical CNC Machines, Deburring experience preferred.

Job Location:

Holbrook, New York

Hours per Week:

30

Duration:

Full Time, Regular

Shift:

First (Day)

Minimum Education Required:

No education requirement provided.

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by mail, by fax, by email, or on-line:

, Nicholas

921-5 Lincoln Ave

Holbrook, NY 11741

Fax: , Nicholas (631) 244-7041

Email: Nbenito@benitoandson.com

JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

Boston Market

Job Title:

Assistant General Manager

Minimum Experience Required:

No experience requirement provided.

Job Description:

Job Description Assistant General Manager Purpose of the position: To assume overall responsibility of restaurant operations in general manager's absence. Build store profitability by following established procedures. Operate and ensure compliance with prescribed policies and practices. Assist with the recruitment and training of restaurant employees. Participate in building brand image in the local community.

Essential Duties and Responsibilities:* Ensure Boston Market restaurant guests and catering customers are served properly and in a timely manner. Investigate and resolve customer complaints regarding food quality or service when general manager is absent. Uphold sales and service techniques to ensure a great guest experience* Assist in the development and recruitment of restaurant employees* Monitor employee performance and training* Maximize profit by controlling P&L; items* Order food, equipment, and supplies while maintaining ofc procedures* Implement general manager plans to meet sales objectives* Maintain appropriate employee records/documentation to ensure company is compliant with local/federal agencies. Follow established human resource procedures.* Direct the cleaning of the dining areas and the washing of kitchen utensils, and equipment to comply with QSC and government sanitation standards.* Monitor the actions of employees and patrons on a continual basis to ensure the personal safety of everyone

Job Requirements:* Able to run a shift in general managers absence with integrity, honesty, and knowledge while promoting the culture and values of Boston Market* Strong customer service skills* Understanding of restaurant operations, financials, and control systems* Ability to develop crew members within their store* Strong organizational skills* Basic computer skills* Bachelor's Degree or equivalent work experience preferred

Relationships/Contacts: Interacts daily with external guests as well as working alongside management team and crew members. Frequent contact with area managers, director of operations, HR professionals, and various field support and support center personnel.

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Part 2

Working Environment:

- * Withstand temperatures of 0 degrees Fahrenheit or less and 100 degrees Fahrenheit or more
- * Move throughout the restaurant for extended periods of time (up to 10-12 hours per day)
- * Move 50 lbs. for distances of up to 10 ft.
- * Balance and move up to 25 lbs. for distances of up to 50 ft.
- * understand and respond to team members' and guests' requests in a loud environment
- * Perform basic math and understand finances and cost management
- * Bend, stoop and reach in order to load and spit chicken, stock shelves, serve customers and clean the store

Job Location:

Deer Park, New York

Duration:

Full Time, Regular

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/357facab1e914a0aa3cd0191ae4ef072161>

JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

Dayton T Brown, Inc.

Job Title:

Corporate Senior Business Development Manager

Minimum Experience Required:

5 years

Job Description:

Your responsibilities will include New Business Development, but not limited to cold calling, attending tradeshows, market research, account management, etc., along with the making of contributions to the development of division's annual New Business Plan and the achievement of your own individual New Business Goals. You will provide regular status reports on activity and cross-divisional sales opportunities, as well as be able to identify Dayton T. Brown, Inc. resources for client presentations, document and prepare trip reports for all Dayton T. Brown, Inc. meetings with individual's clients. You will conduct/direct marketing research for the purpose of identifying New Business opportunities, direct, contribute, and prepare complex proposals and development, and supply monthly forecast information for 3-month and rolling 12-month New Business. You will collaborate with Dayton T. Brown, Inc. internal resources and compile all input to prepare defined tasks and approach. As a key member of the proposal team, you will assist with the creation of comprehensive proposals and present solutions to obtain proven results, as well as collaborate with Dayton T. Brown, Inc. internal resources and compile all input to prepare defined tasks and approaches.

Required Education: Bachelor's Degree Required knowledge & experience 5+ years of computer software solutions or related sales experience, 3+ years of technical publications experience with knowledge of aviation, military, and commercial specifications, Experience in preparing monthly forecast reports. Demonstrate ability to decipher customer requirements and assimilate the information as required.

Dayton T. Brown, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

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Suffolk County Executive

Frank Nardelli
Commissioner

James DiLiberto
Workforce Investment Board Chair

JOB OPENINGS

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Part 2

Job Location:

Bohemia, New York

Hours per Week:

40

Duration:

Full Time, Regular

Shift:

First (Day)

Minimum Education Required:

Bachelor's Degree

How to Apply:

To apply, contact the employer on-line:

Web-site: <https://www.dtb.com/employment-application.aspx?JobID=360>



JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

Dimension Data

Job Title:

Senior Client Advocate

Minimum Experience Required:

8-10 years

Job Description:

As a Senior Service Delivery Manager at Dimension Data, you will play a key role in ensuring that we deliver on the agreements as outlined by the client's contract, and according to the service level agreements. You will have the opportunity to work with a couple of large clients, or with only one large client of a complex delivery nature.

What we will expect you to do: We will ask you to build strong, lasting client relationships and make client satisfaction your number one goal. You will need to manage the delivery of services and the budget, by means of reports and agreeing escalation points with the client in order to identify areas for improvement and maintain the expected levels of service. We will rely on you to make sure that the right resources are utilized and available, and that the service offered meets with the quality requirements laid out by the client. It will fall on you to provide information and advice on how best to approach the client to the pre-sales team, in order for them to convert a sale. Most of all, we need you to oversee all aspects of our service delivery operations and ensure that we provide perfect service delivery through exceptional customer experience.

Qualifications:

Key requirements: Experience in service delivery management - let's say about 8 to 10 years.

***A relevant degree and ITIL qualification.** Strong English language skills.

Key abilities required: Able to lead, motivate and organize teams in order to create effective teamwork. Able to analyze data and formulate effective strategies to increase performance - a person with problem-solving capabilities. Able to identify opportunities to up sell our services, as well as spot new client business opportunities.

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Part 2

Non-negotiable for us: We need you to drive client focus, service excellence and ultimately the clients satisfaction, and set the benchmark for these for your fellow team members. If problems arise, take ownership and resolve them, or feed these through to senior management. Finally, we care about our clients, our colleagues and the environment and we want you to do the same. Do you think you have what it takes to succeed in a leading technology environment, and want the chance to work with the latest technology and an impressive client list? If your answer is yes, speak to us today!

Job Location:

Hauppauge, New York

Duration:

Full Time, Regular

Minimum Education Required:

Bachelor's Degree

Driver Licenses, Including Endorsements:

ITIL qualification

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://didata.taleo.net/careersection/10200/jobdetail.ftl?job=MAN09156&lang=en>

JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

DRI Relays Inc.

Job Title:

Tool Room Machinist

Minimum Experience Required:

5 years

Job Description:

To plan, layout, construct and assemble all types of precision tooling, including any dies, assembly holding and aligning jigs and fixtures, machine accessories and attachments, checking fixtures, and production and inspection gauges. Troubleshoot and repair all types of dies, tools, jigs and fixtures. Work with all types of tooling steels and their alloys as well as non-ferrous metals.

WORK PERFORMED: Working from tool design, part prints, sketches, or oral information as to tool requirements and function.

Regularly performs the following duties as follows: Sets-up and operates a variety of machines including lathes, milling machines, shapers and grinders, etc. to produce precision tooling, dies, jigs, fixtures, etc. to tolerances of .001. Makes determinations as to tooling materials most suited, material processing required, type of tool construction, reference and coordination points which must be held layout, machining, assembly and finish and tolerances required. Keeps machinery, tools and work area clean to assure accuracy as per Quality Assurance. Improvises to minimize tooling costs for one-time, rush jobs. Supports Production floor with set-ups and other technical assistance as required. Transports, positions and installs various tools, equipment, stations, and/or production-related supplies using hand trucks, pallet jacks or carts as required. Other related duties as assigned

KNOWLEDGE AND ABILITY REQUIRED: Ability to plan the construction of tooling, working from tool design, part print, or functional information. Ability to lay out parts in detail for required machining operations. Must be familiar with the general composition of tooling steels, machine-ability of metals and effects of heat treating on steels. Knowledge of tool room machinery and equipment. Knowledge of machining theory and practices. Good knowledge of shop mathematics, including geometry and trigonometry. Use as a reference; machinists and machine shop handbooks, materials manuals, and mathematical charts and tables. Must be safety oriented and familiar with general machine shop safety practices. Good communication and interpersonal skills. Ability to transport, position and/or install items weighing in excess of 50 lbs.

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JOB OPENINGS

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Part 2

OTHER RESPONSIBILITIES MAY INCLUDE: Set-up of small production presses and similar equipment. Other related job duties as needed.

EDUCATION: Technical degree/Trade school. Apprenticeship Program
Minimum 5 yrs. Experience on small precision tooling.

Job Location:

Hauppauge, New York

Hours per Week:

40

Duration:

Full Time, Regular

Minimum Education Required:

Vocational Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer, by email, or on-line:

Email: apps@drirelays.net

JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

Grant Thornton LLP

Job Title:

Receptionist

Minimum Experience Required:

3-5 years

Job Description:

Receptionist Position Summary: The Receptionist administers all incoming calls and operates the reception area from 8:30 a.m. to 5:30p.m. from Monday through Friday.

Essential Duties and Responsibilities: * Answer all incoming calls, transfer, and direct calls to appropriate staff or voicemail. * Page or contact assigned administrative assistant when needed. * Greet all visitors to the firm in a timely, courteous, and professional manner. * Assist with the maintenance and coordination of conference room reservations by keeping a schedule of events so no conflicts occur in hoteling software. * Find and coordinate available office/hotel space when requested. * Serve as general information center, i.e., be knowledgeable about firm, employees, clients, etc. * Help maintain security by following procedures and monitoring login sheets. * Maintain organized reception area and ensure resource information is current and easily accessible. * Open and close reception area (locking doors, closing blinds, turning off lights). * Assist staff with projects, i.e., date entry, mailings, documents, reports, etc.

Required Skills and Experience:

- * Some college or Business School Certificate.
- * Minimum 3-5 years of customer service experience in a high volume, phone environment.
- * Knowledge of automated office telephone and voicemail systems.
- * Ability to prioritize, be organized, and multi-task.
- * Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint).
- * Must be reliable, punctual, and able to work with minimal supervision.

Preferred Skills and Experience:

- * Professional services experience a plus.

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Workforce Investment Board Chair

JOB OPENINGS

Part 2

Job Location:

Melville, New York

Duration:

Full Time, Regular

Minimum Education Required:

Some college or Business School Certificate

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/9e2b851b512e4933b6c53e60d383bf78161>

BUSINESS SERVICES

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JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

Guaranteed Returns

Job Title:

Desktop Support Technician

Minimum Experience Required:

No experience requirement provided.

Job Description:

****Position Summary**:** The Desktop Support Technician will assist staff in both the Corporate Office and remote users with technical support of desktop computers, applications and related technology. Support includes specifications, installation and testing of computer systems and peripherals within established guidelines. The Desktop Support Technician will also assist with basic network support function, maintenance and testing of network servers and associated equipment.

****Essential Job Functions ****

* Load and configure desktop OS (Window XP, Windows 7). * Configure and troubleshoot desktop applications and basic network connectivity. * Install and configure desktop computer and peripheral hardware upgrades. * Perform basic installation, configuration, deployment and troubleshooting of desktop computers and peripherals. * Maintaining accurate inventory of computers and printers. * Periodic cleaning all desktops and printers. * Integrate hardware into existing LAN environments. This includes establishing network, file server access, configuration of email clients and print server connectivity. * Install upgrades and troubleshoot, support and repair simple network connectivity issues at the desktop, including NICs and network connections within local and remote environments. * Install, integrate, troubleshoot and solve network client operation problems. * Basic Active Directory - Changing user passwords, unlocking accounts, joining computers to a domain, etc.

EDUCATION:*

* High School Diploma combined with equivalent technical work experience* Technical/Vocational school with completion of a desktop/ network support or associated program* Associates Degree or higher preferred

****EXPERIENCE:****

* Strong technical background with a broad range of technologies* Expert knowledge of Windows XP and Windows 7* Strong Knowledge of internetworking concepts; TCP/IP* Experience in a Help Desk or User Support environment is preferred* PC hardware/software, server hardware and latest operating systems, network connectivity and communications* Microsoft Certification a plus

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Part 2

****REQUIRED SKILLS:****

- * The ability to install, integrate and support Windows XP and Windows 7 operating systems
- * Knowledge of Administer Active Directory users and groups* Must possess a strong knowledge of client/server computing.
- * Experience troubleshooting hardware/software issues on both desktop and laptop PCs and printers
- * Must be able to lift 50 pounds (PCs, monitors, printers, etc. as needed).
- * Excellent communication skills both verbal and written
- * Exceptional time management, organizational, and follow up skills
- * Ability to multi-task and thrive in a fast paced environment
- * The ability to communicate in a professional manner and relate to people at multiple levels within an organization
- * Extremely customer oriented, possessing excellent customer service and interpersonal skills
- * A self-motivated, ambitious and dedicated team player.
- * Must be able to work independently.

Job Location:

Holbrook, New York

Duration:

Full Time, Regular

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Microsoft Certification a plus

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/1cb386e88be0442eae2081da01a598d1161>

JOB OPENINGS

Number of Openings:

1

Company Name:

Laboratory Corporation of America

Job Title:

PST Specialist

Minimum Experience Required:

No experience requirement provided.

Job Description:

Requirements: Our requirements include: • High school diploma or equivalent, as well as Phlebotomy certification (where required) from an accredited agency • Completion of an approved phlebotomy training course (or equivalent) • Valid driver's license with clean driving record • Minimum of 2 years of experience as a patient service technician/phlebotomist • Proficiency in the following: blood collection by venipuncture and capillary technique from patients of all age groups, urine drug screen collections, paternity collections, breath/saliva alcohol testing, LCM/Cyber Tools, TestCup, pediatric blood collections, and difficult draws (patients in long-term care facilities, drug rehabilitation facilities, prisons, psychiatric facilities, or similar facilities)

Job Description: You love to interact with patients' and play a role in their overall healthcare experience. As our PST Specialist, you'll be able to do just that. Our technology is second to none in the industry, and you'll work with new electronic reporting and accuracy tools, allowing you to focus on your patients and increase your success rates. Along with patient collection and obtaining specimens for processing, you'll pack and ship specimens as well as prepare samples. Your daily interaction with patients and sense of ownership, will be essential to our success.

Job Location:

Huntington Station, New York

Hours per Week:

20

Duration:

Part Time, Regular

Minimum Education Required:

High school diploma or equivalent

Driver Licenses, Including Endorsements:

Phlebotomy certification

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/29ca60d7278c436883b2d3db850ead06161>

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JOB OPENINGS

Number of Openings:

1

Company Name:

NBTY

Job Title:

Finance Internship

Minimum Experience Required:

No experience requirement provided.

Job Description:

The Finance Intern will compile and analyze various company data from different revenue streams as well as review and analyze trends, forecasts, year-to-year data, etc., in addition to participation in the newly developing planning process.

Requirements:

* Budgets * Compiling Data for Variance Analysis * Maintaining Monthly Schedules * Working towards a Bachelor's Degree in Finance * Rising Senior with a concentration in Finance * Excel * Knowledge of principles in Finance & Accounting

Job Location:

RONKONKOMA, New York

Duration:

Full Time, Regular

Minimum Education Required:

Working towards a Bachelor's Degree in Finance

Driver Licenses, Including Endorsements:

Rising Senior with a concentration in Finance

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/06ffbc94bf7f4110ab195dadbd40940c161>

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JOB OPENINGS

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Number of Openings:

1

Company Name:

Onward Healthcare

Job Title:

Payroll Assistant in Melville, New York

Minimum Experience Required:

No experience requirement provided.

Job Description:

Job Description: Our Melville office is looking for a part-time Payroll Assistant to join their growing team. The Payroll Assistant will be responsible for supporting team the Payroll Department with a variety tasks during the weekly processing on Mondays and Tuesdays.

Responsibilities:* Process payroll in a timely manner * Execute time sheets and attendance processing and interface with payroll * Respond to inquiries via phone and web * Maintain records and work with staff to update information in the database

Requirements:* High School Degree Required, Associates or higher preferred * Proficiency with Microsoft Outlook, Excel, and Word * Superior attention to detail * Ability to multi-task and prioritize a variety of duties in a fast paced environment * Bi-lingual preferred.

Job Location:

Melville, New York

Duration:

Full Time, Regular

Minimum Education Required:

High School Degree Required

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://www.onwardhealthcare.com/about/corporate-positions/job/?id=36726566>



JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

Rockwell Automation, Inc.

Job Title:

INTERN - ENGINEERING

Minimum Experience Required:

No experience requirement provided.

Job Description:

Position Summary Designs, defines and implements complex system requirements for customers and/or prepares studies and analyzes existing systems. Determines system specifications, input/output processes and working parameters for hardware/software compatibility. Coordinates design of subsystems and Integration of total system. Identifies, analyzes and resolves program support deficiencies. Develops and recommends corrective actions. Works on issues of moderate scope where analysis of situations of data requires a review of relevant Factors. Exercises judgment within defined procedures and practices to determine appropriate action. Normally receives general instructions on routine work, detailed instructions on new projects or assignments. Developing professional expertise. Applies company policies and procedures to resolve variety of issues.

Minimum Qualifications

- Electrical or Mechanical Engineering and in an engineering design
- Environment. Proficient in Matlab, Simulink or equivalent analysis tools.
- Fluent in English

Desired Qualifications

- Proficient in design tools including, Pro Engineer or equivalent CAD
- System, Matlab, Simulink, Microsoft Office.
- Prior knowledge or experience with:
- Analysis or design of linear or rotary motion automation systems
- Analysis, design or use of Robotic systems
- Providing customer support, interaction and communication
- Working in an Engineer to Order environment
- Ability to solve complex system problems
- Engineering Master's Degree a plus.**
- Good presentation and communication skills with internal and
- External customers
- Passionate for results

Required Work Authorization

- May support work visa

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Commissioner

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Workforce Investment Board Chair

JOB OPENINGS

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Part 2

Job Location:

East Setauket, New York

Hours per Week:

40

Duration:

Full Time, Regular

Minimum Education Required:

Electrical or Mechanical Engineering and in an engineering design

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/757f0ae9137d4355b03a5ab0d3c307c5161>



JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

Rockwell Automation, Inc.

Job Title:

INTERN, PRODUCT MARKETING

Minimum Experience Required:

No experience requirement provided.

Job Description:

Position Summary Motion Control is a key business unit within Rockwell Automation. The business develops servo motors, drives, cables and actuators in support of industrial automation.

The Product Marketing Intern will complete project work to assist product manager with technical marketing and portfolio management tasks:

Examples may include the following:

- * Create commercial collateral to support product launch.
- * Compile competitive research.
- * Manage product descriptions and other product support.
- * Generate ideas on improving product literature.
- * Portfolio and market analysis.

**Minimum
Qualifications**

- * Pursuing a degree in Electrical Engineering, Mechanical Engineering or a related technical discipline.
- * Previous co-op or intern engineering experience is desirable.
- * Individuals must have a demonstrated record of technical competence, interpersonal skills, leadership ability, a strong desire for achievement and a willingness to relocate.
- * Proficient in Microsoft Office (Excel, PowerPoint, Word, Outlook)
- * **Minimum GPA 3.0**

**Required Work
Authorization**

Permanently eligible to work in the location you applied for

**Housing Assistance
Eligible (Internship
and Co-op's only)**

No

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JOB OPENINGS

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Part 2

EEO Statement Rockwell Automation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or veteran status. If you are an individual with a disability and you ne

Job Location:

East Setauket, New York

Hours per Week:

40

Duration:

Full Time, Regular

Minimum Education Required:

Pursuing a degree in Electrical Engineering, Mechanical Engineering or a related technical discipline.

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/726c294073874b01b9963e6da326e89b161>

JOB OPENINGS

BUSINESS SERVICES

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Number of Openings:

1

Company Name:

Winthrop University Hospital

Job Title:

Medical Assistant

Minimum Experience Required:

6 months

Job Description:

Assists in the delivery of primary health care and patient care management. Complies with established policies and procedures, rules and regulations to the practice, hospital, federal, state and local regulations. Diligent in observing all HIPAA guidelines.

****_Education_**:** High School diploma or equivalent required. **Graduation from a Medical Assistant program preferred.**

****_Experience_**:** Minimum 6 months experience, required. **Will consider new graduates from a Medical Assistant program in lieu of experience.**

****_Skills_**:** Ability to interact and communicate effectively with physicians, patients, staff and other health care professionals. Ability to read and write. Ability to handle multiple tasks at one time, often switching from one to another without loss of efficiency or composure. Ability to handle constant interruption. Computer skills required.

Job Location:

Shelter Island, New York

Duration:

Part Time, Regular

Minimum Education Required:

High School diploma or equivalent required

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/6ad78e2cdf8f48fd98ec0fe20afbdef8161>

JOB OPENINGS

Number of Openings:

1

Company Name:

Anixter

Job Title:

Marketing Associate

Minimum Experience Required:

2-3 Years

Job Description:

The Marketing Associate will work closely with the Director of Marketing Communications and a team of 2-3 marketing professionals to provide support for all marketing related activities. The Marketing Associate will be responsible for various duties within the Marketing Department which include, but are not limited to, coordinating promotional materials, direct mail, printed marketing collateral, social media, email blasts, corporate advertisements, events, etc. We are looking for an energetic, career-driven, passionate, do-it-all individual with an extreme attention to detail.

Additional Responsibilities:* Liaison with marketing and sales to develop promotional flyers* Create and send promotional emails using Constant Contact and/or Hubspot* Email analytics and reporting* Website analytics and reporting* Perform daily updates to the corporate website with user-friendly CMS program* Proofread copy and marketing materials before production or posting on website* Maintain company's social media presence (Facebook, Twitter, LinkedIn, YouTube)* Maintain the company's advertising calendar to meet deadlines in industry trade publications* Assist with data entry projects* Assist with direct mail projects* Assist with events such as tradeshow, roadshows, customer events, vendor events, etc.* Order company business cards* Manage company promotional materials inventory* Manage regional tradeshow materials inventory* Provide back-up services for the graphic designer in creating print materials, including flyers, presentations, and other forms of marketing collateral* Perform other general marketing duties as assigned

Job Requirements:* Highly organized individual with a strong attention to detail and accuracy* Demonstrated success working in a fast paced business environment and ability to meet deadlines in a timely manner* Ability to handle a variety of assignments simultaneously* Ability to work productively both independently and as part of a team* Must have a professional, focused attitude, be hardworking and have desire to succeed

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JOB OPENINGS

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Part 2

Skills / Software:* A solid command of the Microsoft Office Suite, including Outlook and Excel*
Proficiency with web-based tools and applications* Experience with CRM and Marketing Automation
programs preferred* Familiarity with Adobe Illustrator, Photoshop and InDesign programs a plus*
HTML knowledge a plus

Anixter is an Equal Opportunity and Affirmative Action Employer; Minority / Female / Disabled /
Veteran.

Job Location:

Woodbury, New York

Duration:

Full Time, Regular

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/e705945221764fe99b5ad96b0ba8247b161>

JOB OPENINGS

Part 1

Number of Openings:

1

Company Name:

South Nassau Communities Hospital

Job Title:

Registered Nurse

Minimum Experience Required:

No experience requirement provided.

Job Description:

Job Details: - Associates Degree- BLS/AED Certification from AHA (current)- NYS Registered Nurse License- Excellent Communication Skills (Verbal and Written)- Excellent Customer Service Skills- Excellent Organizational Skills

Position Requirements: Graduate of an accredited program for Registered Professional Nursing (**Baccalaureate Degree in nursing preferred**). Must complete internal Nursing Orientation program successfully and in a timely manner. Must complete annual mandatory in-service education (Hospital/Nursing). Clinical experience and/or skills relevant to the assigned area of practice. Excellent verbal, written communication and interpersonal skills .Computer proficiency. Current and valid New York State registration authorizing practice as a Registered Professional Nurse (RN).

Certifications required for assigned area of practice: BLS(all nurses)o ACLS(nurses working in specified areas/units)

Position Responsibilities: The professional registered nurse (RN) assumes responsibility for the nursing care provided to a selected number of patients. Consideration is given to the patients' stage of development according to the life cycle. The scope of practice includes diagnosing and treating human responses to actual or potential health problems through such services as case-finding, health teaching, health counseling and provision of care supportive to or restorative of life and well-being. Previous RN Med Surg experience required. Previous RN Telemetry experience strongly preferred.

BUSINESS SERVICES

Marcus Duffin, Business Services Representative



Steven Bellone
Suffolk County Executive

Frank Nardelli
Commissioner

James DiLiberto
Workforce Investment Board Chair

JOB OPENINGS

Part 2

Job Location:

Oceanside, New York

Duration:

Full Time, Regular

Minimum Education Required:

Graduate of an accredited program for Registered Professional Nursing
(Baccalaureate Degree in nursing preferred)

Driver Licenses, Including Endorsements:

BLS(all nurses) ACLS(nurses working in specified areas/units)

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://my.jobs/1ae2237307bc4ffb95407ec6ecc95535161>

BUSINESS SERVICES

Marcus Duffin, Business Services Representative

JOB OPENINGS

Number of Openings:

1

Company Name:

TransTechs

Job Title:

Diesel Mechanic

Minimum Experience Required:

No experience requirement provided.

Job Description:

****Diesel Mechanic**** will be responsible for routine maintenance of commercial, client vehicles as preventative maintenance.

Additional responsibilities include but are not limited to:

- * Engine repairing and overhaul
- * Diagnosing mechanical, electrical, other breakdown or failure
- * Troubleshooting and performing failure analysis of the components parts and systems
- * Specializing based on the client requirements*
- *The successful Diesel Mechanic will be customer service oriented. Punctuality is required as well as effective communication skills (verbal, reading and writing.)

Additional requirements include:

- * Vehicle Maintenance experience (hydraulics, electrical, mechanical)
- * Experience Troubleshooting and Repairing
- * Ability to Install equipment, machines, wiring or programs to meet specifications mechanical)
- * Problem-solving skills

Job Location:

Farmingdale, New York

Duration:

Full Time, Regular

Minimum Education Required:

No education requirement provided.

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer on-line:

Web-site: <http://www.transtechs.com/Job/Diesel-Mechanic-Farmingdale-New-York+3105#3105>

BUSINESS SERVICES

Marcus Duffin, Business Services Representative